

Reclamation Plan: Standard Application			
EFFECTIVE 9/15/2013		FEES*	INITIAL DEPOSIT*
PDS PLANNING			\$2,750
ENVIRONMENTAL			\$3,610
PDS REVIEW TEAMS			\$2,510
STORMWATER			
DEH	SEPTIC/WELL		\$944
	SEWER		\$944
PDS TRAILS REVIEW		\$340	
VIOLATION FEE (<i>not included in total</i>)		\$1,000	
INITIAL DEPOSIT & FEE TOTAL			
\$10,154			

* Use our [Discretionary Permit Cost Guide](#) to estimate the County portion of your project's cost.
NO FEES are charged for Reclamation Plans turned in with a [Major Use Permit Borrow Pit Application](#).

PLEASE FOLLOW ALL INSTRUCTIONS CAREFULLY TO AVOID DELAYS IN PROCESSING.

PART A:

All listed items must be completed, signed and saved as PDF files on a USB Flash Drive. PDS forms are available at <http://www.sdcountry.ca.gov/pds/zoning/ZoningNumeric.html> and at the links below.

- Plot Plan
- [126 Acknowledgement of Filing Fees and Deposits \(see Note #1\)](#)
- [299 Supplemental Public Notice Certification](#)
- [305 Ownership Disclosure](#)
- [320 Evidence of Legal Parcel \(and any deeds\)](#)
- [346S Supplemental Application](#)
- [367 Application for an Environmental Initial Study \(AEIS\)](#)
- [394 Preliminary Floodplain Evaluation](#)
- [399F Fire Availability](#)
- [399S Sewer Availability](#)
- [399SC School Availability](#)
- [399W Water Availability](#)
- [402 Reclamation Plan Application](#)
- [514 Public Notice Certification](#)
- [524 Vicinity Map/ Project Summary](#)
- [580 Hazardous Waste/ Substance Verification](#)
- [581 Plan Check Pre-Application Notice](#)

PART B:

In addition to **PART A** on a USB Flash Drive, all items listed under **PART B** must be completed, signed and submitted as paper hard copies.

- Plot Plans: **Eight (8) hard copies.**
- Public Notice Package (**see PDS-516 for Specific Requirements**).

- 346 Discretionary Permit Application: One (1) hard copy.
346S Supplemental Application: One (1) hard copy.
524 Vicinity Map/ Project Summary: One (1) hard copy.

PART C:

All items below are informational only and not to be submitted.

- 090 Typical Plot Plan
209 Defense and Indemnification Agreement FAQs
247 Fish and Wildlife Fees
298 Supplemental Public Notice Procedure
313 Major Use Permit Applicant's Guide
374 Resource Protection Study
403 Reclamation Plan Requirements
404 Landscape Documentation Package Checklist
515 Public Notice Procedure
516 Public Notice Applicant's Guide
906 Signature Requirements
Grading Plan Handout for Site Plans/ Major Use Permits
Policy G-3: Determination of Legal Parcel

Submittal Appointments are no longer required.
Check-in at the main PDS counter no later than 3:30 p.m.
Submittal package **MUST BE complete.**

NOTES:

1. If the Financially Responsible Party (FINRESP) wants to designate an additional DEPOSITOR (such as an Agent or Permit Runner) to make online deposits to the FINRESP'S Trust Account(s), then the FINRESP and the DEPOSITOR must be Accela Citizen Access Registered Users and complete all of form PDS-126. Register at: <https://publicservices.sdcounty.ca.gov/citizenaccess>.
2. Save each complete Study, Report, Plot Plan, Map, etc., as a single PDF file onto One (1) USB Flash Drive. Submit only the requested files. Provide only one (1) USB Flash Drive at intake. All files must have all security restrictions and passwords removed. PDF files must be named by either "Form Number" (example: PDS-399F), or "Title of the submitted study" (example: Fire Protection Plan).
3. Please note: USB Flash Drive will not be returned.
4. Plot plans are to be stapled together in sets and folded to 8½" x 11" with the lower right-hand corner exposed.
5. If the parcel is on septic sanitation system and/or well potable system, then Health Department (DEH) certification is required.
6. **A Major Pre-Application Meeting is MANDATORY prior to the submittal of this application.**
7. At INTAKE, a copy of the Major Pre-Application letter from PDS or a copy of the form waiving the Major Pre-Application Meeting MUST be submitted by the applicant. Techs: Check ACCELA to be sure the applicant has completed a Major Pre-Application Meeting. If not, we cannot accept the submittal.
8. Inform applicant that project goes to local Community Planning Group and/or Design Review Board for recommendation.

9. Use the same PROJECT # (not case #) as the Major Pre-Application when entering this application into ACCELA.
10. If project is a violation, plans must have Code Compliance Officer's stamp before accepting the application.